

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2012-033

OPEN TO: All interested candidates
POSITION: Electrical Engineer Supervisor FSN11/FP04
OPENING DATE: May 10, 2012
CLOSING DATE: May 24, 2012
WORK HOURS: Full-time position 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The U.S. Embassy in Dakar is seeking an individual for the position of **Electrical Engineer Supervisor***

Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to PersonnelDakar@state.gov.

BASIC FUNCTION OF POSITION

Under the supervision of the Facility Manager, the Electrical Engineer is responsible for maintaining the U.S. Embassy's/Consulate's Electrical Power Distribution Systems; Voltage Regulators; Transformers; Switchgear; Automatic Transfer Switches; Variable Frequency Drives (VFD); and Uninterruptible Power Supply (UPS) Systems. Responsibilities also include supervision of posts electrical maintenance staff that maintains all electrical equipment and systems throughout the Embassy/Consulate buildings and grounds.

Employed as an Electrical Engineer to manage preventative maintenance and repair work throughout the New Embassy Compound/New Consulate Compound (NEC/NCC) buildings, grounds and residential owned/leased properties. Work assignments will be directed by the Facility Manager and assists in the supervision of facility maintenance staff. Assists in the management in responses to both written and verbal requests for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Familiarization of general electrical building systems is required. This includes but not limited to, building automated system (BAS), electrical power distribution, voltage regulators, transformers, switchgear, automatic transfer switches and uninterruptible power supply systems.

MAJOR DUTIES AND RESPONSIBILITIES

Assists in maintaining a comprehensive preventative maintenance program by directing facility maintenance staff and/or monitoring contracted service providers, for equipment, systems and controls. Maintains; monitors; troubleshoots; configures; identifies; isolates and corrects faults; performs diagnostic tests; ensures the proper operations of designated equipment and systems. Prepares reports to document and monitor the operation of equipment with systems and reports status to the Facility Manager. In the absence of the Facility Manager may serve as temporary Facility Manager, as delegated.

Provides budget input for operating, maintenance and repair costs to include all tools, special equipment and spare parts required to maintain systems within designed operational performance requirements and within operating budget limits. Assist the Facility Manager in briefing post management on work and project status. Attends staff meetings, as delegated, to provide justifications for project and maintenance requirements.

Assists in maintaining post's Construction Maintenance Management System (CMMS), known as Work

Order for Windows (WOW) in conjunction with post's WOW Clerk to ensure that planned preventative service events and unscheduled events are recorded as completed. Manages and maintains the technical library and data containing in WOW consisting of as-built documents (plans and specifications), maintenance manuals, manufacturer's data sheets, list of spare parts and tools, manufacturer's and supplier's contact data, and warranty information on equipment and systems.

Develops and monitors contract procurement documents which include: written scopes of work, construction drawings, specifications, bill of materials, and independent government cost estimates for minor maintenance, repair and alteration projects. Assists in analysis of contractor's bid proposals for technical accuracy and provides recommendations as to the contractor's ability to perform work. Serves as a Contracting Officer's Representative (COR) or as Government Technical Monitor (GTM) for contracts, as delegated, to monitor contractor's work performance for products and services per contract requirements. Additional duties include the following: development of acceptance reports; punch lists management; and quality control inspections with tests as required.

Assists post's Physical Occupation Safety Officer (POSHO) by contributing to the safety program by conducting inspections of facilities to ensure compliance to DOS safety and wellness requirements. Develop deficiency reports with recommendations for solutions along with independent government cost estimates. Performs inspections of safety repairs for compliance with DOS requirements to ensure work does not present health problems or risk of injury to mission staff, contract workers or visitors to the facility.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of a 4-year Bachelor of Science degree, or equivalent, in Electrical/General Engineering from an accredited university program. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited or equivalent by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum.

b. Prior Work Experience

Minimum of five years of progressive experience working as a project manager/supervisor at a manufacturing plant, major resort, hospital, office complex or a large university/school system. Managing a preventative maintenance programs and the operation of a Computerized Maintenance Management System (CMMS). Knowledge of building codes and industry construction standards. Experience in developing scopes of work, construction documents (plans and specifications) and cost estimates for repairs, equipment replacement and new construction. Ability to use computer aided design drafting programs (e.g. AutoCad) , to develop and manipulate drawings and details. Position requires at least 2-years of supervisory experience managing between 3 to 10 employees.

c. Post Entry Training

Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Must have basic understanding of the Department of State contracting procedures in order to develop contract packages for solicitation and responsibilities of performing Contracting Officers Technical Representative, COR/GTM duties. Must complete the 40 hour Contracting Officers Representative, COR training course before the candidate can assume duties as a COR/GTM. Additional available training includes the following:

FSI (Foreign Service Institute)/On Site:

PA178 Contracting Officer's Representative (COR)

PA313 Effective Operational Management

PA521 Facility Manager Tradecraft

PA522 Building Automation Systems

PA523 HVAC Building Automation Fundamentals for Building Managers

PA524 Electrical Power Generation for Facility Managers

PA525 Overseas Facilities Management

Distance Learning:

PA296 - How to be a Contracting Officer's Representative

PA438 - Web.PASS Work Order for Windows

PA526 - ProjNet SM Facilitating Design and Construction Communication

d. Language Proficiency:

Both English and host country language proficiency, spoken and written are requirements for this position. Level 3 knowledge of verbal and written English is required; Level 4 verbal and written usage of the local language is also required.

e. Job Knowledge

Must have an excellent knowledge of power distribution systems, emergency power generator and automatic transfer switches (ATS) operations and building electrical systems. Be well versed of established electrical codes, trade practices and the ability to supervise and manage a medium size maintenance staff and programs. Proficient in the use of MS Office software (Word, Excel, Power Point etc) AutoCad and other special computer programs required for this position.

f. Skills and Abilities

The incumbent shall have the ability and skills in the following areas:

- a) work independently and unsupervised by the Facility Manager;
- b) serve as acting Facility Manager as delegated;
- c) develop and manage work plans and distribution work assignments to facility maintenance personnel;
- d) management of a preventative service programs and operation of a CMMS;
- e) development of statements of work, perform feasibility studies for proposed projects, construction documents (plans and specifications), and cost estimates;
- f) maintains inventory of critical spare parts and specialized tools for equipment and systems; assist in developing annual budgets, responses to DOS requests for facility data, and tracking of un scheduled maintenance issues.
- g) knowledge of international building codes and of both industry and local construction standards.

16. POSITION ELEMENTS

a. Supervision Received

Incumbent is directly supervised by the Facility Manager. When the Facility Manager is absent from post the incumbent may be delegated the role of acting Facility Manager, who would then report directly to the Management Officer.

b. Supervision Exercised

Supervises a staff between 3 to 10 individuals in the management of the day-to-day facility preventative maintenance program and execution of multiple repair/improvement projects. When performing duties as the Acting Facility Manager supervisory role may be expanded to additional facility maintenance personnel.

c. Available Guidelines

Work Orders for Windows (WOW) training guide, Facilities Maintenance Handbook, Post Housing Handbook; Post Operations and Maintenance manuals will all be onsite or accessible by computer. T&A training guide, post correspondence manuals are additional guideline references. OBO Operations and Maintenance plans, manuals, specifications, manufacturers' literature, construction library and Department of State Guidelines.

d. Exercise of Judgment

Limited to tasks assigned by determining appropriate methods for repairs and performing maintenance. Determines and implements safe working procedures and environment for a mission personnel, contractors and visitors. Judgment is a requirement of this position in the allocation of daily

scheduled/unscheduled work requests, coordination of maintenance staff, service contractors and interface with all requesters.

e. Authority to Make Commitments

Limited to assigned tasks by the Facility Manager and/or Contracting Officer on material and equipment selections for contracts. The position has no direct authority to make commitments, but will coordinate with Consulate staff, maintenance staff, service contractors and vendors on approved commitments as directed by Facility Manager or upper level Management in his or her absence.

f. Nature, Level and Purpose of Contacts

Interacts with staff supervisors, technicians, customers and if assigned, provides quality assurance of service contractors and vendors.

g. Time Expected to Reach Full Performance Level

12 months

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: May 24, 2012

The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.